

PAST PERFORMANCE QUESTIONNAIRE

Name of Offeror: _____

Contracting agency name, point of contact, association with contract (e.g., COTR), and phone number:

Contract number and title: _____

Type of contract: _____

Role (prime or sub): _____

Period of performance: _____

Where appropriate in the following, please provide a rating for the contractor by assigning one of the following categories: O (Outstanding), C (Commendable), S (Satisfactory), M (Marginal), or U (Unacceptable); indicate NA if item is not applicable or you are unable to rate.

PERFORMANCE

1. Provide a brief description of the services the contractor performed for your organization including such information as the types of tasks, the number of locations, work volumes, and whether there were recurring fluctuations in the volume of work to be performed.

2. Rate the following:

Overall performance	_____
Quality of services	_____
Timeliness of services	_____
Effectiveness of contractor's QC program	_____
Identification and correction of performance problems	_____
Response to changes in requirements	_____
Compliance with all contract terms	_____

Comments:

PERSONNEL

1. Identify the number and types (labor categories if appropriate) of contract employees under your contract.

2. Rate the following:

Quality of personnel	_____
Appropriateness of labor categories	_____
Training of employees	_____
Ability to recruit high-quality employees	_____
Stability of work force	_____
Quality of subcontractor personnel	_____

Comments:

MANAGEMENT

1. Rate the following:

Overall management of the contract	_____
Management and supervisory personnel possessed appropriate knowledges, skills, and abilities	_____
Responsiveness of contract project manager	_____
Success at managing large workforce in multiple locations	_____
Corporate support for and involvement in contract; access to corporate officials	_____
Maintained cooperative working relationship with agency project manage- ment, technical, and contracting personnel	_____
Communication between contractor and agency	_____
Effective management of subcontractors	_____
Implementation of cost containment measures wherever possible	_____
Provision of accurate, timely production and management reports	_____

Comments:

GENERAL

1. What would you consider the contractor's strengths?

2. What would you consider the contractor's weaknesses?

3. Would you use this contractor again? If not, why not? Would you recommend this contractor for award?